FieldPrint Live Scan Fingerprinting for
Oregon Educator Preparation Program Candidates

Completing a fingerprint base background check is required of all educator preparation program candidates who do not already hold a valid, regular TSPC license.

Who	What
Candidate or Program Designee	Sends the PA-1 and a check or money order for the required fee to TSPC (currently $57.00).
TSPC	Emails instructions to the candidate for accessing *FieldPrint*
Candidate	Through the *FieldPrint* website, schedules an appointment at a *FieldPrint* location and pays the required fee (currently $12.50). http://fieldprintoregon.com/
FieldPrint	Sends an image of the prints to the OSP for processing through both the FBI and Oregon databases.
OSP	Forwards the results electronically TSPC.
TSPC	Records the result as part of the application process.
Candidate and/or Program Designee	Can view the background check results on the TSPC Educator Lookup website. http://www.tspc.oregon.gov/lookup_application/lookup_query.asp
Program Designee	Records passing background check results in candidate's file and/or program database.

Reporting: TSPC will have access to reports from *Fieldprint* including lists of candidates who have scheduled an appointment, the date and time of the upcoming appointment, and confirmation once the appointment has been completed.

Expected Improvements: Because the images will be digitally submitted from *Fieldprint* to the Oregon State Police (OSP), OSP and the FBI expect this to significantly reduce the numbers of prints rejected for poor quality**.**

Mobile site availability: For those Oregon programs with large numbers of candidates attending a seminar on a particular day or days, *FieldPrint* can provide onsite services. There is a fee for this service, to be determined by FieldPrint.